

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDJ/OC-007	
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT	
Review of OC-OPI Forms						<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		<input checked="" type="checkbox"/>	
		LOGISTICS		SECURITY		ADMIN. GENERAL	
		MEDICAL		FINANCE		OTHER (specify)	
						COMMUNICATIONS	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
2		ANNUAL				1	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Memorandum		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				OC Order 70.2	
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
OC-GMS/CTB/AEB							
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-5	\$3.46		.25	=	.86		1 .86
GS-13	9.40		.25	=	2.35		1 2.35
GS-13	9.40		.25	=	2.35		1 2.35
GS-14	11.96		.25	=	2.99		1 2.99
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$8.55	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
By Direction							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input type="checkbox"/> OTHER (explain)	
						MAN-HOURS	
						DOLLARS	
						STAT	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
5 October 1970		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090039-6					